
ELECTION INSPECTOR JOB DESCRIPTION

CITY OF MILWAUKEE ELECTION COMMISSION

POSITION SUMMARY:

Election inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- ✦ Check-in registered voters, issue ballots and voter numbers
- ✦ Register qualified individuals to vote
- ✦ Handle voting equipment to verify ballots have been completed and accepted

The hours of an Election Inspector are from 6:30am until the Chief Inspector completes the closing procedure (typically 9:30pm), which is a FULL day. Half-day shifts are also available: AM: 6:30am – 2:00pm; PM: 1:30pm – Chief Inspector completes closing procedure.

Election Inspector pay is \$130 for a full day and \$65.00 for the AM/PM shifts. If you wish to receive payment, you must bring your Social Security Card to your training class; it is needed for payroll purposes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ✦ Verify voter's name and address in poll list.
- ✦ Check-in pre-registered voters using poll list.
- ✦ Issue ballots and voter numbers.
- ✦ Reconcile poll lists.
- ✦ Document changes in voter information.
- ✦ Use parameter book and polling location guide to verify address and determine voter polling location.
- ✦ Determine types of registration.
- ✦ Analyze documents.
- ✦ Review applications.
- ✦ Monitor Optech Eagle voting machine.
- ✦ Monitor the AutoMARK (ballot marking machine).
- ✦ Address ballot errors.
- ✦ Maintain tally of rejected/reissued ballots.
- ✦ Collect voter numbers and ballot privacy folders.
- ✦ Assist voters with marking ballots.
- ✦ Distribute stickers.
- ✦ Assist in the enforcement of all Election Day policies and procedures.
- ✦ Assist in the completion of all Election Day forms.
- ✦ Assist voters that request curbside voting.
- ✦ Assist in the voter and ballot reconciliation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. **KNOWLEDGE:** Must have completed 8th grade. Must have experience working with diverse groups of people in a public environment. Able to read, write, and speak English fluently
- B. **SKILLS:** Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to lift 30 lbs.

OTHER:

- ⊕ Must be qualified to vote in the County of Milwaukee.
- ⊕ At least 18 years of age.
- ⊕ Must be a resident of Milwaukee County and a U.S. citizen.
- ⊕ Never have been convicted of a felony and not otherwise disqualified from voting.
- ⊕ Not be a candidate for office in the election.

TRAINING REQUIREMENT:

- ⊕ Election inspectors are required to attend a 3-4 hour training class every two years.
- ⊕ Election inspectors must attend and pass the training in order to receive an assignment.

**OFFICE USE ONLY**

DISTRICT:

WARD:

SSN:

Recommended By:

ELECTION INSPECTOR APPLICATION
CITY OF MILWAUKEE ELECTION COMMISSION

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

(Please list name exactly as it appears on your social security card.)

DATE OF BIRTH: _____ DAY PHONE: _____ EVENING PHONE: _____

HOME ADDRESS: _____ APT. #: _____ CITY: _____ ZIP: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

Are you qualified to vote (check one)? ☐ YES ☐ NO

(Qualifications: U.S. citizen, resident of Milwaukee County, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.)

Have you ever been convicted of a felony? ☐ YES ☐ NO

(Note: State of WI Constitution, Article XIII, §3(2) does not allow convicted felons to serve as Election Inspectors.)

Have you ever been an Election Inspector? ☐ YES ☐ NO If yes, where: _____Do you fluently speak a language other than English? ☐ YES ☐ NO If yes, please list: _____I would like to (check one): ☐ VOLUNTEER ☐ RECEIVE PAYMENT as an Election Inspector.

(If you select payment and are hired, you must present your Social Security card to the Election Commission prior to training.)

Name of current employer: _____

Employer's phone number: _____ Length of employment: _____

List the duties of your position: _____

Are you currently, or have you ever, worked for the City of Milwaukee? ☐ YES ☐ NO

If yes, include your Employee ID#: _____

Hours available to work (check one):

Full - 6:30 a.m. to 9:30 p.m. ☐ | AM - 6:30 a.m. to 2:00 p.m. ☐ | PM - 1:30 p.m. to 9:30 p.m. ☐

Voting Site Assignment (check one):

I prefer to work at _____ ☐; I will work at any site in my aldermanic district ☐;

(Name or location of voting site)

I will work at any site in the city of Milwaukee ☐.**(Please read the following statement; sign and date on the specified lines if in agreement.)****IN SIGNING, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.****APPLICANT'S SIGNATURE:** _____ **DATE:** _____

For more information, contact:

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Election Worker Coordinator

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Return to:

Election Commission

City Hall, Room 501

200 East Wells Street

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